Check-In Area Responsibilities

4

Check-In Area Overview

Voting Operations Judges working at the Check-In area verify the eligibility of voters to vote either an electronic ballot on the Voting Unit or a Provisional (paper) Ballot. To ensure the integrity of the election, Voting Operations Judges must ask each voter to provide their name, address, and day and month of birth as confirmation of their identity and eligibility to vote in the precinct. Voting Operations Judges also identify voters who need to vote a Provisional Ballot or need to be referred to a Chief Judge for assistance. Voting Operations Judges issue Voter Access Cards and *Voter Authority Cards* to voters to activate the electronic Voting Unit or *Voter Authority Cards* for voters who need to vote a Provisional Ballot on Election Day.

Pre-Election Set-up – (Monday Night)
Electronic Pollbook Set-Up

All Election Judges must help to set up the polling place during the pre-election meeting on the Monday night before Election Day. Voting Operations Judges will set-up the Electronic Pollbooks and printers. Refer to *Electronic Pollbook Set Up Procedures* for detailed instructions.

1. Verify that the Electronic Pollbooks cases you have received are labeled for your precinct (examine the luggage tag attached to the case).

2. Working with a judge from a different political party, open the Electronic Pollbook cases by removing the red lock seals with scissors or pliers. Put the broken red lock seal into its Pollbook case. Locate the *Electronic Pollbook Integrity Report – Parts 1 and 2* (located in one of the cases).

3. Verify the outer red lock seal number on the storage case, the State Asset Tag number printed on the label on the front of the Pollbook and the inner seal number on the top lid of the Pollbook match the numbers pre-printed on the Electronic Pollbook Integrity Report. If there is a discrepancy, notify the Chief Judges immediately.

4. Complete the *Electronic Pollbook Integrity Report – Part 1: Opening Information*. Put your initials in Column 5 to certify that the numbers match. Give the Report to the Chief Judges for their signatures.

5. Open the **Green Supply Bag** and arrange the supplies at the Check-In tables. Open and distribute the supplies in the **Check-In Table Packet.**

    Set up the Check-In table(s) with the following:

    - *Voter Check-In* and *Voter Notice* table signs

    - Electronic Pollbook

    - Stylus for the Electronic Pollbook (on top left side of Pollbook)

    - Printer for the Electronic Pollbook

    - Extra rolls of paper for the printer

- *Voter Update Forms*

- Voter Access Cards

- Pens, note pads, and paper clips

6. Follow the *Electronic Pollbook Set Up Procedures* to set up the Pollbooks and connect the power cables and printers. At the direction of the Chief Judges, turn on the Pollbooks and when the "Log In" screen is displayed, verify that the precinct information is correct. If the precinct shown is not your precinct, notify the Chief Judge, who will contact the Board of Elections immediately.

7. If the precinct information is correct, tap the "**OK this is Correct Poll**" button. After the start-up procedure is complete, the "**Main Screen**" will appear and the "**Manage Polls**" tab will be open on the screen. Verify that the Poll Status reads "**CLOSED**" in the red box.

<div style="text-align:center; border:1px solid black; display:inline-block;">

DO NOT OPEN THE POLLS!

</div>

8. Look at the box on the right side of the screen labeled "**Statistics**". The "**Ballots**" tab will be displayed. Verify that the numbers are all set to zero. Next, tap on the "**Cards**" tab and verify those numbers are all zero. Finally, tap on the "**Voters**" tab and verify those totals are zero. **Alert a Chief Judge immediately if any of these numbers are not zero.**

9. After verifying all Pollbooks are set to zero, follow the *Network Hub Set-Up Procedures* to network the Pollbooks.

10. Verify the Pollbook network status by looking at the bottom right of the "**Main Screen**" for a blinking up and down arrow. To synchronize the network, tap the "**Status**" tab on the "**Main Screen**", and next the "**Network**" tab. There will be a line of information for each networked Pollbook, identified by its State Asset Tag number.

11. Check the printers for paper and test that they all print correctly.   To test the printer, turn off the printer and then press the red and green buttons simultaneously. A test strip will print. Discard it. Refer to the *Printer Set Up Procedures.*

12. Test all of the Voter Access Cards issued to the precinct.
    - Get the Voter Access Cards from the Chief Judge.
    - At the "**Main Screen**" press the "**Manage System**" tab, then the "**Check Voter Card**" button.
    - Insert a Voter Access Card into the slot on the upper right side of the Pollbook.
    - The card status line will display a status message, such as "card not voted".
    - Tap the "**Clear Card**" button, regardless of the status of the card
    - When **"Card Cleared"** appears as the Card Status, remove card.
    - If **"Card Cleared"** does not appear, set card aside for the Chief Judge.
    - After every Voter Access Card has been checked, tap the "**CANCEL, CLOSE SCREEN**" button to go back to the "**Main Screen**".

13. Turn off the Pollbooks and the printers but leave the power strip on. Leave everything set up for election morning.

Election Morning Set-up

1. Complete and use the name badges provided. Do **NOT** indicate your party affiliation on your badge. Indicate any additional language proficiency.

2. Sign in on the *Payroll Sheet* provided by the Chief Judge. **Be sure to sign in, or you will not be paid!**

3. Assist in the duties of setting up for the election as assigned by the Chief Judges, including:

   - Distributing supplies

   - Posting signs

   - Setting up tables

4. Use the *Electronic Pollbook Opening Procedures* to prepare the Electronic Pollbooks and printers for Election Day. Also, see *Chapter 5 - Using the Electronic Pollbooks on Election Day* for additional instructions.

During Voting Hours

The Voting Operations Judges' responsibilities include:

- Pleasantly greeting each voter and asking them to state their full name, address, and the month and day of birth

- Using the Electronic Pollbook to look up and verify the voter's information in the precinct roster

- Printing the voter's *Voter Authority Card* (VAC)

- Asking the voter to verify the information printed on the VAC

- Instructing the voter to sign the VAC

- Initialing the VAC

- Issuing a Voter Access Card for those voters qualified to vote on the Voting Unit

- Having the voter complete the *Voter Update Form*, if necessary

- Summoning a Chief Judge to assist Provisional voters if necessary

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IMPORTANT REMINDER

Alphabetical breakdowns are not needed with Electronic Pollbooks. A voter can be processed at **ANY** Check-In table.

Do **NOT** ask a voter to show ID unless marked in the precinct roster as **"Show ID."**

4.4

IMPORTANT REMINDER

If a voter's identity is challenged, do NOT process this voter. Summon a Chief Judge immediately.

After having the voter and the Challenger complete the *Affidavit for Challenger and Challenged Voter*, the Chief Judge will then inform the Voting Operations Judge if the voter can be issued a Voter Access Card and vote on a Voting Unit or if the voter needs to vote by Provisional Ballot.

Procedures for Checking In a voter:

1. Ask "**What is your full name**?"

   - Repeat the name. Using the stylus, locate the voter's name in the precinct roster on the Electronic Pollbook.

     Use the **4-3 method** for the most efficient way to search for the voter:
     - o first 4 letters of the voter's last name
     - o first three letters of the voter's first name

   - When you have found the voter in the precinct roster, tap on the voter's name to bring up the "**Voter Record**" screen **before** proceeding to Step #2. [NOTE: the Voter Record Screen will display the "Voter Details" tab.]

   - If you can not find the voter's name, confirm the spelling of the voter's full name and street address. Refer to *Chapter 5 - Using the Electronic Pollbooks on Election Day* for instructions on searching the **STATE ROSTER**, searching by **STREET ADDRESS**, by **BIRTH DATE**, or by **ZIP CODE**. If the voter's name cannot be found after additional searching, the voter must use a Provisional Ballot.

2. Ask "**What is the month and day of your birth**?" Compare the voter's response with what is shown in the "**DOB"** box on the "**Voter Record**" screen for this voter to confirm that you have the correct voter. Tap on the "**Go Back**" button if you have selected the wrong voter.

3. Ask "***What is your address?***" Compare the voter's response with what is shown on the voter's "**Voter Record**" screen. Tap on the "**Go Back**" button if you have selected the wrong voter.

   If the voter's information is marked ***"Confidential,"*** do **NOT** ask the voter to provide their address.

   If the voter says that the address listed is no longer their current address**,** provide the voter with the *Voter Update Form* and request that they read the affidavit.

   - If the voter moved within 21 days before Election Day, ask them to write the updated address on the *Voter Update Form* and sign the affidavit. [Note: for the Primary Election, the voter must have moved March 12th or after. For the General Election, the voter must have moved October 15th or after.]

   - If the voter moved more than 21 days before Election Day, ask them to write the updated address on the *Voter Update Form* and instruct them NOT to sign the affidavit. The

voter will have to vote a Provisional Ballot. (Note: for the Primary Election, the voter would have moved March 12th or before. For the General Election, the voter would have moved October 15th or before.)

4. Check the "**Status**" box on the "**Voter Record**" screen for this voter:

- If "**Active**" is shown **proceed to Step #5.**

- If "**Inactive**" is shown ask the voter to read and sign the *Affirmation of Residency for Inactive Voter* on their *Voter Authority Card* (VAC) before giving the voter a Voter Access Card*.

- If "**Pend1**" or "**Pend2**" appears, **proceed to Step #7B.**

5. Check the "**Issued**" box on the "**Voter Details**" screen for this voter.

- If blank or **"None"** appears, **proceed to Step #6.**

- If "**ABS Issued**", "**TS Issued"**, **"PROV"**, **or "Voted Early"** appears, inform the voter that they are marked as having been issued a ballot. Even if the voter claims they did not receive the Absentee Ballot or decided not to vote by Absentee Ballot, they can only vote by Provisional Ballot. **Proceed to Step #7B**. If the voter insists that they have not already voted or attempted to vote summon a Chief Judge immediately.

6. Check the "**ID Required**" box on the "**Voter Details**" screen for this voter.

- If the "**ID Required**" box is blank, **proceed to Step #7A**.

- If an "**Active**" voter is listed as "**Show ID**," ask the voter for ID. If the voter:

    - Presents an acceptable form of ID **(see *Standards for Acceptable Forms of ID* on next page)**, record the ID information on a *Voter Update Form* in the *Identification Information* section. **Proceed to Step #7A**.

        or

    - Does not present an acceptable form of ID, **proceed to Step #7B.**

4. 6

Standards for Acceptable Forms of ID

A "current" **photo ID** is an ID that has not expired A "current" **non-photo ID** is dated within 3 months of the date the ID is presented.	Does the voter's **name** on the ID have to match the precinct register or the new name on the *Voter Update Form*?	Does the voter's **address** on the ID have to match the precinct register or the new address on the *Voter Update Form*?
A current Maryland driver's license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federally-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cellular)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes
An **out-of-state** driver's license	**Not Acceptable**	
An **expired** photo ID card	**Not Acceptable**	
Any non-photo ID that is **more** than 3 months old	**Not Acceptable**	
A **membership** card (Sam's Club, gym, etc.)	**Not Acceptable**	
A Voter Notification Card	**Not Acceptable**	
A Social Security Card	**Not Acceptable**	
Any non-photo ID with an address that does **NOT** match the precinct register or the new address on the *Voter Update Form*	**Not Acceptable**	

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7. Complete the Check-In process for the voter:

    A. Qualified to vote on the Voting Unit:

- Tap the "**Issue Voter Access Card**" button with the stylus.

- Tap to select the "**Audio Ballot (VIBS)**" option if the voter wants to vote using the audio ballot.

- Tap the "**Create Voter Access Card**" button.

- Follow the instructions on the screen to insert a Voter Access Card into the slot.

- Remove the *Voter Authority Card* (VAC) after it prints.

> **Problem:** The *Voter Authority Card* tears or jams as it is being printed.
>
> **Solution:**
> - Press the "Feed" button on the printer to remove torn or jammed paper.
> - Press the "Reprint" button to reprint the Voter's *Voter Authority Card*.
> - If a second copy of the voter's *Voter Authority Card* does not print after pressing the "Reprint" button on the printer, refer to *Chapter 5 – Using the Electronic Pollbook on Election Day* for detailed instructions on another method for printing the *Voter Authority Card*.

- Ask the voter to verify the printed information and sign the VAC.

- If the voter:

  - Needs to make a <u>correction</u>, check the "For Correction Only" box on the *Voter Update Form* and have the voter print the correct information.

  - Needs to make a <u>change</u> to their name, address, or party affiliation; ask the voter to complete and sign the *Voter Update Form*. If the voter makes a change to their address, <u>summon a Chief Judge immediately</u>.

  - Was listed as "Inactive," be sure that the voter reads and signs the *Affirmation of Residency for Inactive Voter* statement found on the VAC.

- Initial the voter's VAC.

- Follow the instructions on the screen to remove the Voter Access Card from the slot when it has been encoded.

- Give the voter their VAC and Voter Access Card and direct the voter to the Voting Unit area.

B. Qualified to vote a Provisional Ballot:

- Tap the "**Issue Paper Provisional Ballot**" button;

- **Tap** the on-screen keypad to enter the appropriate Provisional Ballot Reason Code. **Refer to chart below.**

> It is very important to enter the correct reason code number. The Provisional Judge needs to indicate this same number on the back of the voter's *Provisional Ballot Application*. **NOTE**: the Pollbook will accept only one Provisional Ballot Reason Code. If there is more than one reason the voter must vote provisionally, write the additional Reason Code(s) on voter's VAC after it is printed.

REASON CODE	SITUATION/REASON
1	Not listed on the precinct roster
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as "ABS Issued', "Card Issued" or " PROV"
5	Listed as "Show ID" and unable to provide sufficient ID
6	Listed as "Pend1" ("Show ID" on Voter Details screen)
7	Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)
8	Challenged by a poll watcher and could not provide acceptable form of ID
9	Other

Use **Reason Code 9** when voter is in neither the precinct nor the State roster.

- Press the "**Issue Provisional Ballot**" button.

- Primary Election only: After pressing the "**Issue Provisional Ballot**" button, the "**Select Ballot**" screen will appear. Select the voter's party. Press the "**Issue Provisional Ballot**" button.

- The "**Issue Paper Ballot**" screen will appear. Press the "**Issue Ballot"** button. The VAC will print.

- Ask the voter to verify the printed information and sign the VAC.

- If the voter:

  – Needs to only make a <u>correction</u>, check the "For Correction Only" box on the *Voter Update Form* and have the voter print the correct information.

  – Needs to make a <u>change</u> to their name, address, or party affiliation; ask the voter to complete and sign the *Voter Update Form*. If the voter makes a change to their address, <u>summon a Chief Judge immediately</u>.

  – Was listed as "Inactive," be sure that the voter reads and signs the *Affirmation of Residency for Inactive Voter* statement found on the VAC.

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- Initial the voter's VAC. Give the VAC to the voter.

- Direct the voter to the Provisional voting area unless it has been determined that the Chief Judge needs to escort the voter.

Other Procedures during the day at the Check-In Area

Instructions for the following procedures are found in *Chapter 5 – Using the Electronic Pollbooks on Election Day:*
- Looking up the correct polling place for a voter's address
- Checking the status of the Voter Access Card
- Encoding a second Voter Access Card
- Changing an incorrectly issued ballot
- Printing another copy of a *Voter Authority Card*
- Looking up voter turnout information (for the *Precinct Unofficial Turnout Report*)

Voters Who Cannot Sign VAC, *Voter Update Form*, or Any Other Form

If a voter is unable to sign their VAC, *Voter Update Form*, or any other form, ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that individual's signature.

If the voter is unable to make a mark:

- Write the following statement on the back of the voter's form: "This voter is qualified to vote but is unable to sign their name."

- Sign your name and write the date under the statement.

Do NOT assume a voter cannot sign their own name. Follow regular Check-In procedures and inform the voter when a signature is required. Let the voter inform you if they cannot sign their name. If the voter is blind or is visually impaired, the voter may ask you to guide their hand to the location on the paper in order for the voter to sign. Provide the voter with the magnifying ruler, located in the Voting Operations Judges' supplies, to use as a signature guide.

Voters Requiring Assistance

If a voter requests assistance, direct them to the Chief Judge who will have the voter complete a *Voter Assistance Form*. (Refer to *Chapter 1 - General Information).*

Election Night – Closing the Polls

When told by the Chief Judge that the polls are officially closed:

- Complete all steps in "Closing the Electronic Pollbook Checklist"
    - For closing the polls in the Pollbook, also refer to *Chapter 5 – Using the Electronic Pollbooks on Election Day*
    - For printing the Consolidated Ballot Counts Report, also refer to *Chapter 5 – Using the Electronic Pollbooks on Election Day*
    - For printing the Consolidated Voter Counts Report, also refer to *Chapter 5 – Using the Electronic Pollbooks on Election Day*
    - For packing the Electronic Pollbooks, printers, and hub also refer to *Chapter 5 – Using the Electronic Pollbooks on Election Day*
    - Complete Part 3 of the *Electronic Pollbook Integrity Report* according to the checklist
    - For completing *Section II of the Closing Totals Report*, refer to *Instructions for Completing Closing Totals Reports*

- Pack all other Check-In supplies and return to the **Green Supply Bag**.

- Assemble all equipment and supplies for return to the Board of Elections by the Closing Judges on Election night.

- Assist in closing the polls according to the Chief Judges' instructions.